JOB ANNOUNCEMENT

HOUSE OF REPRESENTATIVES
OFFICE OF PROGRAM RESEARCH

FISCAL ANALYST
CAPITAL BUDGET

The Washington State House of Representatives' Office of Program Research (OPR) provides nonpartisan legal, policy, and fiscal services for House committees and members. We are currently seeking candidates for a Fiscal Analyst position for the House Capital Budget Committee. This position is nonpartisan and exempt from civil service.

ABOUT THE POSITION

The duties of a Fiscal Analyst typically include:

- Conducting policy and fiscal analysis.
- Reviewing and analyzing agency budget requests and Governor's budget proposals.
- Analyzing proposed legislation and/or policy options.
- Drafting bills, amendments, and bill reports.
- Developing and evaluating budget options to assist House members in meeting their goals.
- Presenting and explaining proposed legislation and staff reports to committee members.

The preferred qualifications for a Fiscal Analyst include:

- A master's degree in economics, business, public administration, or allied field. (A bachelor's degree is required.)
- Experience with or knowledge of public sector budget processes and procedures.
- Proven ability to perform high quality, objective research and analysis in a position requiring high levels of self-direction.
- Familiarity with K-12 education, higher education, natural resources, human services, and/or general government appropriations for capital projects.
- Familiarity with public works contracting, state debt, and/or economic modeling.
- Experience with data analysis and predictive modeling using Excel or other programs.
- Knowledge of the legislative process.
- Excellent analytical, written, oral presentation, and organizational skills.

- A proactive, creative, flexible, and service-oriented approach to work.
- Demonstrated ability to deal effectively with the complex, difficult situations that are common in the fast-paced, high pressure legislative environment.
- Willingness to work the long, irregular hours that are common during a legislative session.

ABOUT THE COMMITTEE

The House Capital Budget Committee considers the state capital budget, which approves money for the construction and repair of public buildings and for other long-term investments, such as land acquisitions and transfers. In addition, the committee considers state money that is either given or lent to local governments or nonprofit organizations for infrastructure, housing, and cultural and heritage facilities. The committee also considers bills relating to public works contracting, state buildings and land, and the authorization of state debt.

ABOUT THE OFFICE

Our work involves diverse, challenging, and cutting-edge issues. Our team consists of intellectually curious, creative, collaborative, and dedicated professionals. We share a commitment to public service, teamwork, and excellence.

Our workplace is on the beautiful Capitol Campus in Olympia. The 486-acre campus includes the Legislative Building and other historic structures, as well as popular parks and trails with views of Capitol Lake, Budd Inlet, and the Olympic Mountains.

Olympia itself is a vibrant community with numerous opportunities for outdoor recreation and the visual and performing arts, plus highly regarded public schools, a community college, and two universities. Nearby attractions include mountains for hiking and skiing, coastlines for beachcombing, and Seattle and Portland.

SALARY AND BENEFITS

Salaries are competitive. The specific salary will depend on the successful candidate's qualifications. Benefits include: vacation, sick, and military leave; paid state holidays; health, life, long-term disability, and other optional insurance; social security; and retirement and deferred compensation programs.

HOW TO APPLY

Please complete an online application and upload a letter of interest, resume, and writing sample of 2-5 pages. The online application is https://form.jotform.com/91608981668170. The writing sample should demonstrate both your research skills and your data analysis or predictive modeling skills. The application deadline is June 25, 2019, at 5:00 p.m.

Applicants are encouraged to submit materials as soon as possible. Screening will be continuous. This position is open until filled.

THE HOUSE OF REPRESENTATIVES IS AN EQUAL OPPORTUNITY EMPLOYER

The House of Representatives is committed to maintaining a work environment
where all people are treated, and expected to treat others, with dignity and respect.
Persons requiring reasonable accommodation may call 360-786-7101 or TTY: 1-800-833-6388.

All qualified applicants are encouraged to apply.